

ALBANY
for

EXECUTIVE COMMITTEE MEETING

2 May 1962

STAT

Item No. 1:

Item No. 2:

Item No. 3:

Role of Comptroller--Mr. Bross

Item No. 4:

Progress Report by Dr. Seaville

Item No. 5:

Policy on Overtime Payments--Mr. Kirkpatrick
(See attached notice.)

115

S-E-C-R-E-T

3 May 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Recommended Internal CIA Project Approval System Including
Delegation of Authority for Project Approvals

1. Project Approvals

a. Deputy Directors

Deputy Directors shall have authority to:

- (1) Approve new projects, providing the total authorization shall not exceed \$50,000 for any fiscal year.
- (2) Approve amendments and annual renewals or extensions for continuing projects provided the cumulative total for the fiscal year is not more than \$50,000 in excess of the amount contained for the project in the approved operating budget.

b. Delegation of Authority by Deputy Directors

Deputy Directors may delegate to the Chief of an Office, Division, or major Staff authority to approve projects and amendments, renewals, or extensions of projects providing the total cumulative authorization for any such project shall not exceed \$20,000 for any fiscal year.

c. Deputy Director of Central Intelligence

The approval of the Deputy Director of Central Intelligence shall be required for:

- (1) All new projects involving in excess of \$50,000 for any fiscal year.
- (2) All amendments of continuing projects which are more than \$50,000 in excess of the amount contained for the project in the approved operating budget.

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2. Procedures

a. Copies of projects which do not require the approval of Deputy Director of Central Intelligence, or a summary of the essential provisions of such projects will be promptly filed with the Office of the Comptroller after approval of such projects.

b. Projects requiring the approval of the Deputy Director of Central Intelligence will be forwarded to the Comptroller who will be responsible for (1) insuring that appropriate coordination has been effected, (2) obtaining the views and recommendations of the Financial Policy and Budget Committee, if appropriate, and (3) forwarding the project to the Deputy Director of Central Intelligence with comments and recommendations.


JOHN A. BROSS
Comptroller

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S-E-C-R-E-T

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	DCI	at	5/7/62
2	ER		
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	XX INFORMATION	SIGNATURE
Remarks:			
Attached is Agenda for Executive Committee meeting to be held 7 May 1962 at 3:00 p. m.			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

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